



Human Resources Newsletter

October 2001 News

What's New, What's Hot:

Be on the lookout for the updating of PPM 22, New Employee Orientation. It will incorporate procedures for Exit Interviews and provide specific guidance in cases where formal orientation isn't scheduled within first six weeks of employment.

Special Events:

- October 2, Headquarters Awards Ceremony in HQ Auditorium at 9 a.m.
- October 2-3, Civil Service Commission hearing
- October 17, SCHR meeting
- October 20, Alzheimer's Services "A Walk to Remember 2001" (LA State Capitol; call

Donna/Farilyn 225-379-1219, for details)

- October 31, Happy Halloween



Training:

The New Employee Orientation for HQ Baton Rouge will be on October 10 at 8:30 a.m.

Recruiting:

Recruiting drives will be conducted at LSU-S on October 2, and at Nicholls State University on October 10 with focus on engineering, IT, biological science and drafting design majors. Any questions on recruiting, please call Janice Drake at 225-379-1222.

Compensation Unit:

Engineering Technician Job Study: The ET job study package was submitted to Civil Service on June 15th. We expect feedback soon from Civil Service regarding their review of DOTD's proposal and recommended GS levels/job specs. We expect the study results to be considered by the CS Commission at the 12/5/01 Pay Hearing; subsequent approval by the Governor will be required.

Clerical Review: The Compensation Unit will wrap up their review of district Clerk 4 positions shortly. These positions are being considered for reallocation under the Master Job Descriptions.

Civil Service granted Interim approval for DOTD to implement the results of the following jobs studies, effective 8/23/01: Land Surveyor, Landscape Architect, and Contracts/Grants Reviewer series. Affected employees have been placed in the revised job titles and /or pay levels.